

## **Conditions Governing the Use of Portable Meters**

### **General Responsibility**

- (i) The portable meter(s) is/are on loan from the Water Authority to the registered consumer. The registered consumer shall be responsible for the safe custody of the portable meter(s). The registered consumer shall handle the portable meter(s) with due care, use it/them in a proper manner to avoid damage and shall not tamper with it/them. If the portable meter(s) is/are out of order, the registered consumer shall return it/them immediately to the Water Authority for repair. If there are any damage, mishandling, improper usage or loss of the portable meter(s) and associated connection(s), the registered consumer shall compensate the Water Authority the cost of the portable meter(s) and associated connection(s), the administration cost incurred, and shall pay the Water Authority for the water consumption between the date of taking the latest monthly reading and the date of reporting the incident, on the basis of 65 m<sup>3</sup>/day. The registered consumer shall also pay the sewage charge if necessary.
- (ii) The Water Authority shall not permit change of consumership for portable meter(s).
- (iii) All loss of portable meter(s) which is/are suspected theft or theft should be reported to the Police as soon as possible.
- (iv) The applicant(s) shall pay the charge for providing the portable meter as described in Waterworks Regulations.

### **Collection of Portable Meter(s)**

- (v) The applicant(s) shall collect the portable meter(s) at the WSD office as specified in the Approval Letter.

### **Installation/Dismantling of Portable Meter(s)**

- (vi) Portable meter(s) is/are only for installation at street fire hydrants. Except with the written permission from the Water Authority, the registered consumer shall **NOT** install a portable meter at any swan-neck fire hydrants, fire hydrants painted with white band or yellow colour, or at any fire hydrant already fitted with a portable meter.
- (vii) The size of connection for portable meter is 15mm diameter only and the hourly draw-off rate shall **NOT** exceed 2.73 m<sup>3</sup>/hour.
- (viii) The registered consumer shall install the portable meter(s) in the correct direction of flow and shall **NOT** allow any leakage in any part of the connections and piping.
- (ix) The registered consumer shall make necessary plumbing arrangements to ensure no back-siphonage. Such arrangement includes but not limited to using water in an off-tank manner or downstream of a non-verifiable double check valve with different pressure zones, a verifiable double check valve or a non-verifiable double check valve.
- (x) The registered consumer shall dismantle the portable meter from the fire hydrant after use and shall close the control valve and hydrant caps for the fire hydrants tightly to avoid causing water leakage from the fire hydrant.
- (xi) If pipe leakage or offence that may cause potential contamination to the water supply system is found, the registered consumer shall make necessary rectification

immediately. If serious leakage or offence that lead to immediate danger of contamination of water supply system or cases of weak/no supply caused by the use of portable meter, the Water Authority shall have right to disconnect and forfeit the portable meter(s) on-site and withdraw the approval for the portable meter(s).

#### Information to be Displayed During Use of Portable Meter(s)

- (xii) During the use of portable meter at a fire hydrant, the registered consumer shall provide an A4 sized laminated label and strap it around the fire hydrant body without obstructing the serial number of the fire hydrant. The label shall display the portable meter serial number, the name of construction project, the usage period, the name of the registered consumer, the name of registered consumer's contact person with telephone number for handling any complaint, and WSD Customer Telephone Enquiry Centre telephone number: 2824 5000. A sample label is shown in Enclosure 1.

#### Readings of Portable Meter(s)

- (xiii) The registered consumer shall facilitate the meter reading by the following methods:-
- (a) bring the portable meter(s) to the designated WSD Office for taking of monthly meter reading within the first 3 working days of each month; or
  - (b) take photograph of the meter reading and the meter number and send to the designated WSD Officer stated in the approval letter. Both meter reading and meter number of a portable meter should be clearly shown in one photograph. Photographs shall be captioned with the time and date. The photograph should be in JPEG format and not larger than 1 MB.
- (xiv) Failing this, the registered consumer shall pay the Water Authority water charge based on the default daily draw-off rate of the portable meter which is 65 m<sup>3</sup>/day for the whole billing period.

#### Temporary Disconnection of Portable Meter(s)

- (xv) If the use of a portable meter causes weak supply to other consumers or a risk of contamination of water supply, the Water Authority shall disconnect the supply to the portable meter(s) without any prior notice.
- (xvi) If the Water Authority / Fire Services Department requires emergency water supply from a street fire hydrant already installed with a portable meter, the Water Authority / Fire Services Department shall temporarily disconnect the water supply to the portable meter without any prior notice.

#### Extension of Loan Period

- (xvii) Before the expiry date of the approved loan period, the registered consumer can provide justifications to demonstrate the need of extending the use of portable meter(s). The application of extension should be submitted to the designated WSD Office stated in the original approval letter. The allowable extension period would be subject to the justification provided by the registered consumer.

Recovery/Return of Portable Meter(s)

- (xviii) When no consumption or unreasonably low consumption is recorded for an individual portable meter, the registered consumer may be requested to provide justification to substantiate the use of portable meter.
- (xix) If the portable meter(s) is/are not in use for 3 consecutive months i.e. there is/are zero consumption, the registered consumer may be requested to provide justification to substantiate the use of portable meter and upon request shall return it/them to the Water Authority. The registered consumer, who requires additional portable meter(s) subsequently, may submit a new application to the Water Authority.
- (xx) The registered consumer shall return the portable meter(s) to the Water Authority not later than the expiry date of the approved loan period. Any person who takes water without the permission of the Water Authority shall be guilty of an offence.
- (xxi) The portable meter should be used within the designated area or for the approved contract. If any violation is found, the Water Authority shall have right to withdraw the approval and recover the portable meter(s).

If the registered consumer does not comply with any of the conditions stipulated above, the Water Authority shall have the right to withdraw the approval and recover the portable meter(s). The Water Authority will not be held responsible for any consequence or disruption of work as a result of such recovering of the portable meter(s).

Enclosure 1

流動水錶編號  
Portable Meter S/N : \_\_\_\_\_

項目 : \_\_\_\_\_  
Project \_\_\_\_\_

使用期 由 \_\_\_\_\_ 至 \_\_\_\_\_  
Period From \_\_\_\_\_ To \_\_\_\_\_

註冊用戶名稱  
Name of Registered Consumer : \_\_\_\_\_

聯絡人  
Contact Person : \_\_\_\_\_

聯絡電話  
Contact Phone Number : \_\_\_\_\_

水務署客戶電話諮詢中心  
WSD Customer Telephone Enquiry Centre  
電話 : 2824 5000  
Phone Number